



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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## 2 Library Inspectors Hired: Haun-Mohamed and Boeringer

The Library Programs Service (LPS) is pleased to announce the addition of 2 library inspectors to the Depository Services Staff: Robin Haun-Mohamed and Greta Boeringer.

Robin Haun-Mohamed joined LPS in April, 1992. She is a graduate of the University of Washington Library and Information Science program. Robin brings four years' public service and documents experience to her new position, having been reference and government services librarian at the Angelo M. Iacoboni Library in Lakewood, California. The Iacoboni Library, part of the County of Los Angeles Public Library system, is a Federal depository library.

Greta Boeringer joined the LPS staff in May, 1992. Greta has a law degree from Tulane University where she worked as a documents clerk while attending law school. Her library degree is from the University of North Carolina at Chapel Hill. She worked at the University of Arkansas at Little Rock Law Library, a Federal depository library, as Documents/Computers/Reference Librarian. Greta founded the Mid-Arkansas Documents Consortium (MADOCS), a consortium of documents workers in the Second Congressional District. She also served briefly as the Vice Chair of the Arkansas Library Association Government Documents Roundtable before accepting the position with GPO.

LPS is fortunate to have engaged these highly qualified professionals with extensive documents experience. Joe McClane, Chief of the Depository Services Staff, expects that they will greatly enhance the inspection program and the Federal Depository Library Program as a whole.



## Recycling Not New at GPO

Everywhere you look these days, efforts are springing up to encourage people and businesses to recycle. GPO is considering several ways in which it can provide recycling opportunities for all employees and within most worksites. What you may not know, however, is that within certain areas of the Office, recycling has been carried out for years. Information compiled recently by Engineering Service points out, in a very positive way, GPO's ongoing commitment to recycling.

**Wastepaper-** According to an engineering drawing dated 1926, wastepaper at GPO was mechanically baled by three baling presses in the basement of Building No. 2. Six employees were required to operate the presses. In 1968, an Auto-Baling System was installed. Although this system baled the wastepaper automatically, the tying and weighing of the bales were still performed manually. In 1988, the AutoBaling System was completely automated, requiring only two employees to monitor the operation. During fiscal years 1990 and 1991, the Office sold more than 18 million pounds of wastepaper annually.

**Type Metal-** GPO recycled type metal until the late 1970's when electronic printing replaced the hot metal process.

**Gold-** Until the mid-1970's, GPO recycled gold. Because of escalating prices, another product, "Imitation Gold," is now used for stamping work in the binding and passport areas.

**Aluminum-** GPO printing plates are 98 percent pure aluminum. For the past 23 years, the plates have been recycled and sold to scrap dealers. During fiscal year 1991, nearly 135,000 pounds of aluminum were sold.

**Silver-** GPO has collected used photographic film and phototypesetting paper from throughout our Production areas for the past 15 years. After the film and paper have been used, they are stored until enough is collected to be sold to scrap dealers. Much of the silver in photographic film is reclaimable at minimum expense and effort. In fiscal year 1991, GPO sold over 52,000 pounds of scrap film.

**Ink-** Since 1916, GPO's Quality Control and Technical Department has recycled the surplus and residue of record news ink, offset heat-set ink, and sheet-fed offset ink. When recycled these inks are returned to the Press Division for use.

**Drums and Cans-** Plastic drums were once cut up and sent to a landfill. In 1990, GPO established a contract allowing us to sell plastic drums that have been rinsed and cleaned by the Quality Control and Technical Department. The purchase of a drum crusher in 1988 also allows GPO to recycle paint cans, 55-gallon drums, and other metal containers. After cleaning and crushing, the containers are disposed of through a scrap metal contract.



**Miscellaneous Metals-** Through a nonferrous metal contract, GPO periodically sells copper, brass, gold foil, and steel scrap for recycling. During fiscal year 1991, these nonferrous sales totaled nearly 170,000 pounds.

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## Outreach to Selective Libraries

**Mary Redmond**

Principal Librarian for Legislative/Governmental Services  
New York State Library

Presented at the Regional Federal Depository Seminar  
Rosslyn Westpark Hotel, Arlington, Virginia  
April 6, 1992

The first thing that I did when I began preparing for this presentation was to define outreach. I decided that, at least for this paper, I would begin by discussing outreach as more or less regular and systematic communication initiated by Regionals to selective depository libraries.

In a broader sense, outreach also includes communication from selectives to Regionals and from selectives to each other, both within the entire Region and at the substate level. One of the major roles of a Regional Federal Depository is to facilitate this communication and to promote a real network of depository libraries.

*Outreach enables Regionals to help selectives with their work. It also encourages other kinds of networking.*  
--M. Redmond

I will be talking about some of the methods of outreach used by the New York State Library and other Regionals. I'm sure that many of you provide these and similar services. I am going to close with some discussions of future possibilities for improving outreach.

### Why Outreach?

Why do Regionals provide outreach services to their selective depositories? Probably the most important reason is that it is one of our responsibilities. The **Instructions to Depository Libraries** make clear that consulting is a major role of a Regional Depository Library. Outreach is a systematic method of consultation.

Outreach enables Regionals to help selectives with their work. It also encourages other kinds of networking. Especially in large states, a systematic outreach program provides a vehicle by which libraries can be linked across regional lines. In New York

State, for example, we can tell New York City what is going on in Buffalo, and vice versa. This cross-pollination is very useful in planning programs, preparing publicity, and developing skills for using information supplied through the Depository Library Program.

### **Factors Influencing Outreach**

One of the major factors influencing the need for outreach is the number of depository libraries in a Region. New York State has 93 selectives, more than any other state except California. There is also only one Regional Depository in New York State. With these numbers, it is hard to have personal contacts with all selectives. Staff turnover also makes it difficult to know everyone.

Geography is another consideration. In a large state like New York, it is hard to visit all of the depositories. Outreach is a way of keeping up connections even if there are long intervals between personal visits.

### **Inspections**

One of the major mechanisms for outreach is the inspection process. At the minimum, we make contact with the selectives before and after their inspections.

When the Government Printing Office notifies us that a library is scheduled for an inspection, we call to offer our help. Sometimes there are new librarians who are anxious about the prospect. We offer to provide copies of their last inspection report if they can't locate it. We can also send the depository decals which they may want to replace if their old ones are worn or missing.

Since we know the work of the inspectors, we can assure the librarians that the inspectors are capable and fair. Occasionally someone will mention that his or her library has serious deficiencies and wants to know how we think the inspector will react.

We tell them that we can't speak for GPO, but that is best to be candid and positive about problems. The inspectors are very experienced and are not likely to miss a major deficiency. A long standing problem cannot be corrected in the six weeks between notification and inspection. We also advise them to regard the inspection process as a diagnostic tool to help solve problems. Sometimes a comment from GPO will convince a library director of a need far more effectively than internal communications can.

Whenever possible, we try to accompany inspectors on the day of the visit. Recent travel restrictions in New York State have made that more difficult, but we try to be there for at least a couple of inspections each year. Our role in the inspections is mainly one of observation although we do respond to questions and encourage depositories to use our disposal assistance.

After we receive copies of the inspection reports, we make another contact, usually in writing. If the inspection results are good, we congratulate the library and reiterate our offer to help with disposal and other projects.



If a library has been put on probation or has other significant problems, we also offer to help. Sometimes a library will attempt to correct a problem and will ask if we think GPO will accept this solution. Again, we can't speak for GPO but we can tell if we are aware of other successful examples.

## **Other Visits**

Inspections are not the only occasions for visits to selective depositories. If I am in a town for a conference or other reason, I usually call the depository librarian and ask if I may stop by to say hello. My goal is to visit all 93 selective depositories in New York State; since taking on Regional Librarian responsibilities I have visited about a third so far.

These non-inspection visits are a relaxed opportunity to meet the librarian, see the library, and establish a personal contact. It also gives the depository a chance to ask questions. One thing that I have learned is that it is important to stress that this is an informal visit. One librarian was afraid that it was another inspection, and became very anxious until I explained my intentions.

## **Statewide Conferences**

Another major outreach activity is the Statewide Conference of Federal Document Depository Librarians which we have been sponsoring for the last six years. The initial schedule was somewhat sporadic, but lately we have settled into conferences on Federal and New York State documents in alternate Septembers. These meetings offer a valuable opportunity to gather many of our documents librarians together, especially those from different parts of the state who may not otherwise have a chance to interact.

The meetings are held in Albany and begin at 1:00 p.m. Thursday with an evening banquet and a Friday morning session. The Friday noon adjournment gives people an opportunity to get on the road before the traffic gets too heavy.

In New York State we are fortunate to be able to call on a pool of excellent speakers. Many of our depository librarians are experts in their field, and are generous in sharing their expertise with us.

We also appreciate the support we have received from GPO. Wayne Kelley, the Superintendent of Documents, was the keynote speaker at last fall's conference. Joe McClane (Depository Services) and Jan Erickson (formerly of Marketing) also spoke at an earlier conference.

In September of 1991 we expanded the meeting into Northern Regional Conference, and invited librarians from the surrounding states of Connecticut, New Jersey, Massachusetts, Pennsylvania, and Vermont. We had about 100 people representing five states. The focus was on coping with electronic media, with sessions on general products, Extract software, TIGER, other automated tools, and electronic communication/management possibilities.

These conferences have been successful but there are some concerns:

- 1) Travel money has been scarce and not all depository librarians can afford to attend. We do charge a modest registration fee to defray expenses since we don't have separate funding for the conferences. We have always broken even but sometimes we get right down to the wire before we know. Last year our Director wrote to the other depository library directors and asked them to encourage their librarians to attend. This turned out to be an effective strategy which we will remember for the future.
- 2) Because of the size of New York State, we have to schedule the conference to begin after lunch in order to give people enough time to get to Albany. This overnight stay adds to the cost for many participants.
- 3) We haven't been able to be as effective with followup as we would like. At last year's conference we prepared a mentor list for electronic information, and asked people to sign up to be resource persons for the various electronic depository products. So far, we haven't had much success in getting volunteers. I don't know if they are too modest or there is some other inhibiting reason for lack of participation.

One feature of the conferences, both Federal and New York State, is presentation of the New York Library Association/Government Documents Roundtable (NYLA/GODORT) Notable Documents Awards for New York State documents. Even at a Federal document conference, we feel this is an opportunity to make the point that access to government information is important and that outstanding effort should be recognized.

In 1991, NYLA/GODORT invited the agencies to the Thursday evening banquet and asked representatives from New York State legislative offices to present the award certificates. NYLA/GODORT also issues a press release, and forwards the names of the winning documents for consideration to the American Library Association/ Government Documents Round Table Notable Documents Project. The agencies appreciate the recognition and have the opportunity to see their products as part of a larger universe of government information.

### **Other Conferences**

Some regionals sponsor "road shows", or onsite demonstrations at key locations in their states. One of the advantages of this system is that the local libraries generally make the arrangements and the Regional can concentrate on giving the program.

Annual conferences of statewide library associations offer another opportunity for outreach. The New York Library Association Government Documents Roundtable sponsors several programs, some of them on Federal government information, at the NYLA Annual Conference. These meetings take place in various cities throughout the state, and make it possible for area depositories to participate even if they are unable to come to Albany for the State Library conferences.



## **Regional/Local Documents Interest Groups**

New York State has a system of nine regional library councils. There are government documents interest groups in eight of the nine areas. These groups, with membership representing all levels of government document activity, conduct regular meetings and sponsor special projects.

The New York State Library participates in these groups' activities as we can. We attend the meetings of the Capital District Documents Interest Group, and try to get to other groups' meetings occasionally. We have also collected and distributed information about all of the groups so that there is statewide awareness of projects and activities.

Documents interest groups throughout New York State cooperated in a major celebration of Freedom of Information Day (March 16) in 1990. Although most of the emphasis was on the first anniversary of the redesigned New York State Document Depository Program, there were also programs and exhibits stressing the availability of Federal information. In the Capital District, Freedom of Information Day was the formal occasion for the recognition of the 25th anniversary of Skidmore College's designation as a Federal depository, marked by a visit and a certificate presented by then Superintendent of Documents Don Fossedal.

## **Advisory Councils**

Statewide advisory councils of Federal depository librarians can be useful conduits for outreach. These councils have representatives from different types of depository libraries in geographic locations around the state. In addition to advising the Regional on their needs, the members also act as channels for communications to their local areas.

## **Written Communications**

The New York State Library uses a series of written communications devices for outreach to selective depositories:

### **Memoranda and Ad Hoc Mailings**

These are done on an "as needed" basis and include notices of conferences, discard procedure reminders, and special announcements. You may remember the trouble that was averted several years ago with a potentially lethal computer virus in a depository shipment. After notification by GPO, we made some quick telephone calls to contact libraries in each of the nine library systems. They in turn informed others in their area. We followed through with a written memorandum.

### **Government Documents Information Memorandum**

The New York State Library is instituting a more formal written communication mechanism called the Government Documents Information Memorandum Series. The major audience for the series will be Federal and New York State document depository librarians, although it will also be available to other interested persons. Some libraries are depositories for both Federal and New York State document materials, but even those not holding dual designation will find it useful to learn about developments in the

other system. This is also an opportunity to strengthen the idea of a unified government information network.

The Series will be issued irregularly and will stress information of more or less permanent value. Issues will be dated and numbered, and prepunched for filing by recipients.

### **Newsletters**

The New York State Library contributes items for **Documents to the People of New York State**, the quarterly newsletter of the New York Library Association/Government Documents Roundtable. Some of this information deals with Federal depository matters. Items on U.S. government documents are also sometimes picked up in the newsletters published by the nine regional library systems in New York State.

### **Other Publications**

In cooperation with the New York State Library Advisory Council on Federal Depository Library Service, we published a **Directory of U.S. Federal Depository Collections in New York State** in 1986. Council members coordinated survey preparation and followup, and the State Library did data entry and production.

The directory contains an entry for each Federal depository library, with information on contact persons, collection scope, organization, service policies, and special equipment. There is also an appendix of holdings of major collections. The directory is a useful reference tool for all depository members.

Another outreach tool, although one intended more for the general public, is a brochure on the Depository Library Program. The folder includes a brief description of the program, plus a list of depositories in New York State. We have made copies available for depositories to distribute to their clients.

### **Electronic Outreach**

The availability of electronic communication tools has opened up many more options for outreach. As more libraries have access to E-mail, we can communicate more efficiently. We are keeping a log of E-mail addresses for depositories in New York State, and can target them for notices and other communications. We are also keeping in mind that not all libraries have direct E-mail access, and are exploring ways to help them participate.

Like other Regionals, we are exploring the possibility of an electronic bulletin board for depositories. Paul Pattwell of the Newark (New Jersey) Public Library has been a leader in this area. He has been working for two years with the Documents Association of New Jersey. Their bulletin board enables them to post disposal lists, send messages back and forth, share meeting notices, and be a conduit for downloading and uploading information from the BITNET E-mail system. You may want to ask Paul for more details or watch for his article in a forthcoming issue of **Government Publications Review**.



## Special Outreach: Discards

I would now like to tell you something about a New York State Library initiative which is very dear to my heart. Although you may not think of the discard process as component of outreach, we are approaching it that way.

For a number of years, we have been very concerned about the procedures which selectives must go through in asking our permission to dispose of depository materials kept for more than five years. We all recognize the importance of maintaining the integrity of collections but the procedures are cumbersome, especially for libraries without electronic records for Federal documents.

Selectives are spending a lot of time producing long typed or word processed discard lists. We received requests for authorization to dispose of almost 28,000 items during the last fiscal year. The requests came on 121 lists from 39 libraries.

Despite the magnitude of these figures, many libraries are not weeding. They are understandably daunted by the task of preparing lists. As a result, their collections are not as useful and responsive as they could be. This fact has been noted by GPO inspectors.

Beginning with documents published in 1985, the New York State Library has been loading GPO cataloging records for monographs and maps into its online catalog. We now have more than five years of cataloging records (90,311 documents) in our system, and can generate a list of titles for any item number for a particular year.

With GPO's permission, we are embarking on a pilot project to simplify the disposal procedures. At the end of the five year retention period, a library can ask us to generate a list of titles in a particular item number. Since the retention period begins with the actual receipt of the document, this means that in 1992 we can generate lists from 1985 and 1986. The lists contain the item number, retention date(s) as specified by the requestor, a count of the records generated on the list, and a one-line entry consisting of abbreviated Superintendent of Documents number (25 characters) and title (42 characters). We send the list to the requesting library via BITNET.

The production of the list is not a blanket permission to discard. In fact, we call them five-year retention lists rather than discard lists. The selective library must still review the list and decide which titles it wishes to discard. The library may print out and mark the list or respond electronically by indicating what it wants to do.

The rest of the discard procedures remain the same. We indicate if there are any titles that the New York State Library needs for its collection. If not, the depository informs other libraries of the availability of the material. If there are no other interested libraries, the material may be discarded.

The pilot project is strictly electronically based. We do not generate paper or disk lists. For libraries without access to E-mail, we encourage them to work with other area libraries (perhaps an academic library can "adopt" a public library) or to set up deposit

accounts at local computer centers. Some day we may be able to work out a schedule for statewide electronic posting on a regular basis.

*As Regionals, we have a pivotal role to play in the establishment and functioning of an integrated network of access to government information for all citizens.*

*--M. Redmond*

We announced the project at the Fall 1991 depository conference. So far we haven't been overwhelmed by requests, but we have successfully handled the ones we have received. The requesting libraries seem to be pleased also. We are sending out a general written announcement to all selectives so we expect more traffic soon.

The tapes are for newer materials only, so we have to use the older methods for pre-1985 weeding projects. Our experience has been that most weeding requests are for "newer" materials, i.e., five to ten years old. As time goes on, the database will grow. We have also added serials records to our online catalog effective January 1, 1991 so there will be more extensive coverage.

### **Conclusion: The Network**

One component of outreach that I haven't mentioned before is our work with New York State agency libraries. These are specialized information sources supported by departments of New York State government like Health, Law, and Labor. They are not Federal depository libraries but are collectors and sources of government information. We include them in our communications about Federal depository matters because of their interest in government information.

I mention this to illustrate that in its broadest sense, outreach is much more than one-way communication from Regionals to selectives. A complete outreach program encompasses inter-depository connections, as well as participation by other government information providers. As Regionals, we have a pivotal role to play in the establishment and functioning of an integrated network of access to government information for all citizens.





## GOVDOC-L Connection

The following messages are excerpted from GOVDOC-L, an electronic mail discussion list for issues relating to government information. Daniel O'Mahony, Assistant Government Publications Librarian at the University of Colorado at Boulder, has selected pertinent portions of recent messages regarding materials distributed through the Federal Depository Library Program to share with **Administrative Notes** readers who may not have access to Bitnet or Internet. Daniel plans to compile similar selections on a regular basis.

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### Question:

Several months ago I posted a request regarding use of the NUREG floppies. Since I have not received any comments on this subject, I am assuming either nobody uses these disks or nobody has time to use these disks. Anyway, I really need some information about how other depositories are handling all the floppies coming in from GPO. These include the floppies from EIA, NUREG, Census, USGS, etc. Are you treating these items the same as CD-ROM materials? Do you circulate floppies? Are they being treated as reference tools?

### Answer 1:

Your questions regarding the NUREG and other floppies is welcome. There is no direction from the DLP on how to handle these materials -- though there should be some suggestions in a new chapter in the Depository Library Manual to be released soon (Anne Diamond is Coordinator of that effort).

Here at the University of Nevada, Reno, we have been slowly putting together a policy regarding diskettes -- sort of on a well there are finally enough of these things that we'd better worry about them basis. The basics are simple.

- 1) check them in.
- 2) run a directory to make sure the disk 'appears' to be intact (to make sure at least that there are files on the disk that are readable).
- 3) make backup copies (although I am having trouble with time on this one).
- 4) file in the front office in large size diskette caddies -- both 5 1/4 and 3 1/2.
- 5) less formally, check the content to see if there is anything of immediate interest (this is how I discovered the EPI-Info disk which really is useful).
- 6) if the need arises, which it hasn't, we will assist a patron in setting the diskettes up on one of our office micros. That is, we will get her/him into DOS and provide some help in scanning the directory of the disk and documentation (if there is any) to figure out what should be done to use the information. Many of the files are LOTUS or dBASE so they would be welcome to use our software for some initial use of the materials.

- 7) provide the patron with a copy of the diskette(s). This means we don't circulate the disks. Patrons must provide their own disks. Both size disks are available for \$1 at the Main Circ desk (formatted).

The main question I have regards superseding items. I called Energy on one title -- but I can't remember the title. It was something that came out to cover a span of years (say 1972-1988), then came out a year later with an additional year (1972-89?). DOE said that the only difference between the disks was that there was one more year of data on the second so that in their opinion it would be redundant to keep both. A problem this resolves is that you could back your new disk up on the superseded disk!

Because many of the products are in compressed form it makes little sense to load most of this stuff permanently to hard disc. One set I looked at would have eaten about 10 megabytes on my hard drive. That is why I recommend that unless you have unlimited hard disk space you simply store this stuff on disk.

Some things, like the Annual Energy Reports and Monthly Energy review, may be worth loading to a file with dBASE or LOTUS access if you think you will have a demand.

The NUREG diskettes contain the text of a NUREG regulation which doesn't come to mind right now (maybe 2015 - I am at home). Part of this is something called the Grey report, which may be familiar to many of you but isn't to me. I have not checked whether this arrives with the NUREG paper items. I have to date assumed that it does. This is another thing that would be good to know -- is there paper copy for each thing that arrives on diskette? For the Monthly Energy review it is obvious that there is, as it is obvious that there is no paper copy of the various software products we have received to project energy consumption, etc (they are programs, not data).

We do annotate the front of each diskette sleeve to indicate whether there is documentation in the stacks, and we annotate all documentation to indicate that there is a diskette in the front office. On the other hand, for CD-ROM documentation we simply house most of it right in the reference area for patrons to refer to when using the CDs.

Hope this helps -- rather than thoroughly confuses.

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**Answer 2**

Here at Notre Dame, we also follow a procedure similar to Duncan at Reno.

We:

- 1) process diskette as any other depository piece... stamp, mark, SuDocs, etc.
- 2) We make two copies... usually to the more convenient size diskette 3.5". One will circulate, the other is our backup.
- 3) After circulating the software, the diskette is erased and the data re-copied on to the diskette. This, we hope, insures the integrity of the data on the diskette.
- 4) Masters are stored in one location. Backups in another (i.e. my office) (Masters are in Computer jockeys' room).
- 5) All documentation is downloaded from the disk to a diskette and printed. Two copies are made. One circulates, the other NEVER LEAVES MY HOT LITTLE HANDS. Printer documentation is likewise copied (One copy always stays with me... NEVER CIRCULATES.) If the downloaded copy and the printed copy are the same, we don't print the downloaded copy.

Suggestions, always back up copies. Always keep a copy of the documentation (lose it and the data is useless). Keep masters and backups in TWO DIFFERENT places. Always keep software with the original data. Never assume that a newer version will run the older data.

Steve Hayes, Notre Dame

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**Question:**

Has anyone heard of a CD from NASA including images from Magellan and Galileo? A colleague just heard of such a CD-ROM, publisher unknown, and wondered if it might be NASA's work, possibly depository. I'm guessing not.

Anyone know?

**Answer:**

I am not sure what is available on CDs that NASA is producing -- I do have an address. From the titles it sounds as though they have what you are inquiring about. Titles include: Voyager: Voyager Spacecraft to Outer Planets; Viking Orbiter: Mission to Mars; Magellan: Mission to Venus; and Space Science Sampler.

Further information is available and orders can be placed at the Planetary Data System (PDS) Hotline at Jet Propulsion Lab (JPL) -- (818) 306-6130. CDs are typically \$20, an additional \$6 per CD if a multiple CD product.

Another contact is:

NASA Space Science Data Center (NSSDC)  
Central Data Services Facility  
Code 933.4  
Greenbelt, Maryland 20771  
(301) 286-6695  
FAX (301) 286-4952

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## Readers Exchange

# ELECTRONICORNER

The second user aid submitted by Suzanne Wise of Appalachian State University appears below. This user aid explains how to access the CDPFILE, a CD-ROM product published by the National Center for Chronic Disease Prevention and Health Promotion.

### CDP File

This disk consists of several data files containing information on health promotion and education. Most of the publications listed are intended for educators, rather than for technical specialists. The files are:

**Health Promotion and Education (HE).** Lists journal articles, books, proceedings, reports, curricular material, unpublished documents, and descriptions of health promotion programs and risk interventions.

**AIDS School Health Education (SA).** Lists teaching resources; reports; books and journal articles; federal, state, and local policies and guidelines; papers, statements, and speeches; audiovisuals; and programs.

**HE/SA Combination.** Both databases above can be searched at one time.

**Chronic Disease Prevention Directory (CDPD).** Names and addresses of people and organizations that are key contacts in health promotion and disease prevention.

**State Profiles.** Information on programs and key contacts by state.

**Tutorial.** A thirty-minute session explaining how to use HE/SA.

### Searching CDP

1. Insert the disk and type CDC. Press ENTER.
2. Select the file you want from the menu. Press ENTER. A description of the file will appear. Press ENTER.
3. A blank record will appear. Use the arrow keys to move around the screen. Move to the field you want and type in the information you are looking for. See the last page of this guide for a list of fields.

You can fill in as many or as few fields as you wish. The more fields you fill in, the narrower the search will be and the less information will be retrieved. You can erase a requested data element by pressing the ctrl/E keys. To erase all search criteria, press ctrl/A.

**NOTE:** Multiple fields are combined with an **AND** relationship; each of the things asked for must be present for a record to be retrieved.

The most effective way to search is by using the **INDEX** function, as described below.

### Using the Index Function

4. Move the cursor to the field on the screen that you wish to browse in the index, for instance MJ (descriptors). Press the F5 key. The index for that field will be displayed.
5. Browse through the index by using the arrow, pgdwn, and pgup keys, or by typing letters or numbers. For instance, typing "abortion" will move you to that part of the index. Once you find the entry you want, "paste" it on the search screen by highlighting it and pressing ENTER. You can repeat this process for as many fields as you wish, always remembering that multiple required fields narrows the scope of your search.

### Viewing the Results of the Search

6. When you have finished typing your search information, press the F2 key to begin searching. When the search is completed the number of records retrieved will appear on the screen. Press ENTER to view the results.
7. The results list gives the accession number, year, form (book, program, etc.), and title of each record retrieved. You can see additional data too long to fit on the screen by using the ctrl/right arrow keys. Scroll back by using the ctrl/left arrow keys.
8. All records are marked with an asterisk (\*). Delete those which you **DO NOT** want to view by highlighting the entry and pressing the \* (above the number 8). You can remark it for viewing by pressing the \* again. When you have deleted all the records you **DO NOT** want to view, press the F7 key.
9. The screen will show a box of displayable formats:
  - full view without text
  - full view with text
  - author view
  - titles view
  - bibliography view
  - bibliography view with major descriptors

Highlight the format you want and press ENTER. You can move through the records shown using the arrow keys and the pgup and pgdn keys.



## Printing and Downloading Records

10. Press the F6 key. A menu is displayed offering a choice of output views:

- results listing
- full view without text
- full view with text (usually the same as full view without text)
- author view
- titles view

11. Use the arrow keys to highlight the desired view and press ENTER.

12. A second menu appears offering a choice of downloading or printing the records. Highlight the desired location and press ENTER.

If you choose to download to a disk (WRITE RECORDS), insert your disk in drive a and type a:filename, choosing any name you wish. Note: You MUST specify drive A!

example: a:abortion

## Exiting the Database

13. When you have completed your search and printed or downloaded all desired records, you can exit the file by pressing the F10 key. You will get a menu giving you the option of exiting the program or going to DOS. Highlight "Exit Program" and press ENTER. You will return to the disk menu. Select 7, Quit. Press ENTER.

## Search Hints

**Help.** Context sensitive help screens are available by pressing the F1 key. You can view the HELP Table of Contents by pressing the ENTER key. Move around the menu using the arrow keys and pgup/pgdn keys. Highlight what you are interested in and press ENTER to view it. When you have finished, press the ESC key to return to your search.

**Thesaurus.** The Health Promotion and Education Thesaurus, located on the search aids table, is a list of approved descriptors.

**Searching by major descriptor (MJ).** Use the INDEX function (F5) to select the descriptors you want, then "paste" them on the search screen by pressing ENTER. Note that major descriptors must be searched with hyphens between the words. This is only true of the MJ field.

**Searching multiple words in the same field.** You can use the INDEX function or type more than one word or phrase directly in a field, such as the TI and MJ fields, leaving a space between each word. Just remember that to retrieve a record, EACH of those words must appear in that field.

**Global searching.** This searches a number of fields at the same time. Words in the GLOBAL field are searched in an AND relationship. They must also all be of the same data type to retrieve any records. For instance, the words "Patient Health" must both be in the same field (MJ, TI, etc.) to produce a record. To broaden a GLOBAL search, place the words to be searched in different GLOBAL fields. The fields scanned in a GLOBAL search are shown in the list of fields below.

**Truncation.** Use an asterisk (\*) as a wildcard character to get various endings from the same root word (abus\* will retrieve abuse, abused, abusive, abusing, abuser, etc.). The \* works in all fields except YR, VE, and the second AN field.

**Searching by range of years, etc.** Narrows the search. Using the INDEX function in the year fields allows you to pick the dates exactly as they appear in the database.

**Displaying and printing full view WITH text.** Usually the information provided is exactly the same as the full view WITHOUT text option. A few of the records in the AIDS School Health Education database contain complete text.

### List of Fields

AB	Abstract of the item
AC	Audience code
AN	Unique accession number of the item
AU	Author
AV	Availability of the item
CN	Corporate name
FM	Form of the item, such as journal article, curriculum, etc.
GV	Funding organization
LG	Language in which the item is written
MJ	Major descriptors from the <b>Health Promotion and Education Thesaurus</b> (located on the search aids table)
MN	Minor descriptors lists the names of any programs mentioned in the document
NT	Miscellaneous notes
SC	Subject category
SO	Source of the item
TI	Title of the item
TX	Full text of the item
VE	Verification date indicates when the record was last entered in the database
YR	Year in which the material was published
GLOBAL	Allows the searcher to search several fields in a single query. The global field searches the AB, AV, CN, GV, MJ, MN, NT, SC, CO, and TI fields.



# Update to the List of Classes

June 18, 1992

1992-05

Class no.	Item no.	Change/Notice
A 13.114/4:	0080	National Forest Annual Reports (various regions). Change class to: A 13.114/2:
C 13.75:	0244-F	Technology at a Glance (irregular) (P) New
C 13.76:	0244-G	CSL Bulletin (monthly) (P) New
D 1.1/3-2:	0306-A-01	Annual Report of Reserve Forces Policy Board. Title changed to Reserve Component Programs
D 1.1/5:	0306-A-14	Annual Report of the Deputy Assistant Secretary of Defense (installations) Format changed to MF
D 101.84/2:	0325-F-04	Military Police. Format changed to MF
D 104.1:	0349-C	Annual Report of Surgeon General. Discontinued with the 1975 issue
E 1.19/4:	0429-N	ER News (bimonthly) (MF) New
E 1.28/17:	0474-B-08	Oak Ridge National Laboratory Review (quarterly) (MF) New
E 2.26:	0429-W	Alphabetical List of Projects List of Owners Projects Licensed, Exempted, and Applications Pending (annual) (MF) New
E 3.43/2-2:	0435-M	Nonresidential Buildings. Title changed to Energy Consumption Survey: Commercial Buildings Consumption and Expenditures
FCA 1.23/2:	0430-J-09	Analysis and Summary of Conditions and Performances of the Farm Credit Banks and Associations (quarterly) (MF) New
HE 20.3322/2:	0506-A-18	Directories (MF) New
HE 20.4033:	0478-H	FDA Quarterly Activities Report. Class and item number discontinued
HE 20.6520:	0491-B-17	Clinical Practice Guideline (series) (MF) New
HE 20.6520/2:	0491-B-17	Quick Reference Guides for Clinicians (series) (MF) New
HE 20.7011/39:	0504-P	NRVSS Monthly Report. Title changed to NREVSS Monthly Report
HE 20.7610/2:	0494-H-06	Bibliography on Smoking and Health. Format changed to MF
HE 20.7810/2:	0504-G	Reagents Evaluation Program. Class and item number discontinued
HE 20.8019:	0497-D-10	Memorandum on Women's Alcohol, Drug Abuse, and Mental Health Issues. Class and item number discontinued
HE 20.8103/2:	0507-B-37	IRG Bulletin. Class and item number discontinued
HE 20.8126:	0507-B-28	Trends in Mental Health. Discontinued
HE 20.8236:	0467-A-05	Technical Reports (series) (P) New

# Update to the List of Classes

June 18, 1992

1992-05

Class no.	Item no.	Change/Notice
HE 20.9110/4:	0532-E-13	NHSC Notes. Class and item number discontinued
HE 20.9016:	0507-H-20	A Profile. Frequency changed to semiannual
HE 22.415:	0499-H	Carrier Quality Assurance Report (annual) (MF) New
HH 1.113/2:	0581-K	The Resident Leader (quarterly) (P) New
I 1.69/2:	0602-C	Decisions of Department of Interior Index-Digest. Frequency changed to quarterly
I 72.3/2:	0671-k	RMP Bulletin (irregular) (MF) New
IC 1.mot.8:	0688	Motor Carriers: Reports, Motor Carrier Cases. Discontinued
J 1.48:	0717-U	Report os Advisory Committee to the Administrator on Standards for the Administration of Juvenile Justice. Discontinued
J 26.31:	0717-N-01	Program Brief (series) (P) New
J 31.10:	0717-B-06	Statistical Report. Discontinued
L 1.7/10:	0745-A	LIFT Awards, Nomination Guidelines (annual) (P) New
LC 1.30/8-2:	0785-B-01	Accessions List, Eastern Africa Annual Serial Supplement. New
NS 1.50/3:	0834-C-08	Directory of Awards, Directorate for Engineering (MF) New
S 6.	0896	International Exhibitions and Expositions. Class discontinued
SE 1.20/2:	0907-B	Litigation Actions and Proceedings Bulletin (MF) New
SE 1.20/3:	0907-B	Supplement Litigation, Actions and Proceedings Bulletin Index (annual) (MF)
SBA 1.36/2:	0901-B-01	Fiscal Year... Guarantees and 8(A) Contracts (MF) New
T 71.22:	0597-A-02	Silver Lining (bimonthly) (P) New
TD 4.71:	0431-A-17	Atmospheric Programs Bulletin (quarterly) (MF) New
TD 10.14:	0982-K-07	University Transportation Center Project Abstracts (fy) (MF) New



# Whatever Happened To . . . ? ? ?

June 17, 1992

1992-05

Class no.	Item no.	Status
HE 20.7038/2:	0504-P	CDC HIV/AIDS Prevention Newsletter. (quarterly) Vol. 2, no. 4 (1991) was not published.
HE 20.7112/3:992/1	0494-D-01	Registry of Toxic Effects of Chemical Substances. January 1992 issue will not be sent as the superseding April 1992 issue is being distributed.
Pr 41.2:P 96	0850	How to Celebrate Public Service Recognition Week May 4-10, 1992. The agency cannot provide sufficient depository copies of this publication. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
PrEx 3.10/7: LDA 91-14257	0856-A-04	The ANC's National Working Committee. The agency cannot provide additional copies of this publication. Under 44 U.S.C., §1903, LPS cannot reprint. No rain checks can be filled.
PrEx 3.11/2:92-002	0856-A-05	Chiefs of State and Cabinet Members of Foreign Governments. The agency is unable to supply LPS with additional copies of the March & April 1992 issues.
S 1.3/4:7/7	0863	Visa Bulletin. The Agency cannot supply LPS with additional copies of the April 1992 issue.
T 71.22:1/1	0597-A-02	Silver Lining. The agency cannot supply LPS with additional copies of this publication.
TD 4.9/2:	0431-A-55	FAA World. (monthly) Still being published. However, the agency will only provide future issues, not back issues.

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